

UL Lafayette Abdalla Hall Facilities Use Policy

The IRI Director of Budget & Administration serves as Abdalla Hall Facility Manager and maintains Abdalla Hall for University use. Abdalla Hall is not for personal use.

Abdalla Hall supports research and training primarily for programs located in the building and is not to be used for conducting academic classes, nor student related or personal events. The use of facilities and associated equipment within this building are generally reserved for events sponsored or co-sponsored by University programs assigned to the building. Upon approval, designated areas within the building can also be reserved for events sponsored by tenants, university departments or other university organizations. Other outside organizations/groups may also reserve these designated areas by a special request.

A "Request/Authorization Form" (see attached) must be completed and submitted to the Abdalla Hall Facilities Manager at least two (2) weeks prior to the scheduled event to allow for ample time for obtaining approval. The sponsoring department/organization representative is responsible for reviewing the "Terms and Conditions of Use" and for compliance. Anyone requesting use of any area and/or associated equipment must abide by and will be held responsible for ensuring all terms and conditions are followed. Failure to abide by any of the terms and conditions may cause that department/organization to lose facility privileges.

Note that an event is not confirmed until all required documents and all approved signatures have been obtained, hence no event shall be advertised as being held at Abdalla Hall until that approval is obtained.

Guidelines/Procedures for Requesting Use

1. Review the attached "Terms and Conditions of Use", complete all applicable sections of the "Request/Authorization Form", sign the certification section of the form, and attach all required documents.
2. If a University account will pay for the facility use fee(s), please enter the account number in the appropriate space(s) provided on the form. If a University account is not being charged, a check for facility use fee(s) must accompany the "Request/Authorization Form". The check should be made payable to UL Lafayette.
3. If food is being provided, university departments/organizations must obtain prior approval from the Vice President for Administration and Finance. A copy of a completed "Special Meals Request" must be attached. **An approved copy must be received, prior to the event.** In addition, if food is provided, department/organization is required to pay the additional custodial service fee.
4. If alcohol is to be served, university policy requires prior approval from the Vice President for Administration and Finance. A letter requesting approval to serve alcohol must be attached. The letter must include the funding source and a statement to read, "Alcohol will not be served to anyone under the age of 21". In addition, if alcohol is to be served, department/organization must hire a UL Police Security Officer to be present at all times that the alcohol is on the premises. A "UL Police Security Contract" must be completed and attached to the "Request/Authorization Form". The contract can be found at: <http://police.louisiana.edu/assistance/forms>. **An approved copy of approval to serve alcohol and confirmation of the security officer must be received, prior to the event.**
5. Submit requests and all required documents to Stephanie Denton by:
 - 1) email to: abdalla@louisiana.edu; 2) hand deliver to: Abdalla Hall, Room 118; 3) fax to: 337.482.0621; 4) campus mail to: Informatics Research Institute (IRI); or 5) postal mail to: IRI, UL Lafayette, 635 Cajundome Blvd, Lafayette, LA 70506.

Requests must have all required documents attached or the request will be returned without approval.

Facility Use Rates (subject to change)

Room Rates												
*Requesting Organization	Auditorium				Conference Rooms				Dining/Kitchen/Patio			
	Half-Day	Full-Day	Half-Day	Full-Day	Half-Day	Full-Day	Half-Day	Full-Day	Half-Day	Full-Day	Half-Day	Full-Day
	Normal-Hours		After-Hours		Normal-Hours		After-Hours		Normal-Hours		After-Hours	
University Department	75.00	125.00	150.00	250.00	50.00	75.00	100.00	150.00	62.50	100.00	125.00	200.00
University Partner	112.50	187.50	225.00	375.00	75.00	112.50	150.00	225.00	93.75	150.00	187.50	300.00
Public/Private	150.00	250.00	300.00	500.00	100.00	150.00	200.00	300.00	125.00	200.00	250.00	400.00
Day:	Half-Day (up to 4 hours); Full-Day (4 - 8 hours) Extra-Hours \$25/additional hour for any event exceeding 8 hours											
Normal-Hours:	Monday -Thursday 7:30 a.m. – 5:00 and Friday 7:30 a.m. – 12:30 p.m., excluding university holidays											
After-Hours:	After normal hours, weekends, and university holidays Note: Events scheduled during normal hours that extend after hours will be considered after-hours when determining rate											
Additional Fees/Rates												
Custodial Services	\$20/hour – 4 hour minimum (Required for any event where food and drinks are being provided)											
UL Police Security	See "UL Police Security Contract" (Required for any event where alcohol is being provided and/or events held after-hours)											

*Department/organization which allows the facility to be used by an external group/individual, thereby obtaining the facility under what is determined to be false pretenses, is subject to the full public/private rate and loss of facility privileges.

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Terms and Conditions of Use

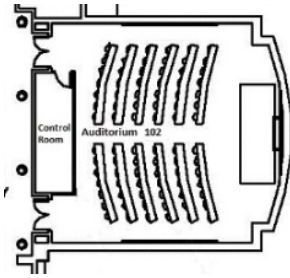
1. Department/organization shall not engage in any activities that will disrupt normal business being conducted in any area of the facility or will likely cause any damage to any area of the facility.
2. Department/organization agrees to return all areas utilized to their original condition at the conclusion of the event. The facility must be left clean and all waste removed from the premises (a dumpster is located at the rear of the building). Arrangements may be made for custodial services for the purpose of cleaning the facility.
3. Department/organization agrees to pay the cost of repairing or replacing any damage that occurs to any part of the building, fixtures, furniture, equipment, etc. during the department's/organization's use. No tacks, glue, tape, staples, etc. are allowed on walls, doors, windows or any other area of the building.
4. Department/organization is responsible for ensuring that all attendees are properly and legally parked. Parking is allowed only in designated parking spaces. No vehicle traffic is permitted on the lawn and/or landscaped areas.
5. All equipment available for reservation is the property of the University. The Facilities Manager or his/her designee must turn on and prepare all equipment for use including making internet connections and/or approving and loading on computers any additional software needed. Upon completion of use, the department/organization is responsible for notifying the Facilities Manager or his/her designee to shut down all equipment.
6. Department/organization is responsible for notifying the Facilities Manager of any setup requirements (technical, catering, tables, etc.) for the scheduled event no less than one week before the event. Plans to rearrange or move furniture or move or reconfigure equipment, must receive prior approval from the Facilities Manager.
7. Department/organization is responsible for all arrangements to obtain, deliver, and remove any additional furniture, equipment, etc. that is not provided as part of the area being reserved. Addition of furniture, equipment, etc. must be identified on the "Request/Authorization Form" and must be removed promptly after the event.
8. Department/organization is responsible for obtaining all required approvals prior to any event where food and/or alcohol will be served. Department/organization is responsible for ensuring an approved copy of the request is received by the Facilities Manager prior to the event.
9. Department/organization is responsible for all arrangements for obtaining, delivery, setup, and pickup of any food and/or alcohol being provided.
10. Department/organization is responsible for ensuring that no attendee brings food and/or drinks into the auditorium. Food and drinks are prohibited in the auditorium and/or not allowed to be setup in the lobby area; food and drinks are only allowed in the dining/kitchen/patio area.
11. Department/organization is responsible for ensuring that there is no cooking on the patio. All cooking is prohibited within the gated area of the patio; boiling of seafood and/or outdoor cooking is only allowed in the designated area outside the patio gate.
12. Department/organization is required to pay custodial services fee for any event where food and drinks are being provided. Department/organization is required to absorb all costs for the custodial services.
13. Department/organization is required to secure a UL Police Security Office to be present at all times that the alcohol is on the premises. Department/organization is responsible for completing all required paperwork to obtain the services of the security officer and ensuring that confirmation of the security officer is received by the Facilities Manager prior to the event. Department/organization is required to absorb all costs associated with any security.
14. Events conducted after normal University hours, holidays, and on weekends are typically not allowed. Those events approved, department/organization is required to have an approved University representative present and is required to secure a UL Police Security Office to be present for the duration of time the event is conducted. Department/organization is responsible for completing all required paperwork to obtain the services of the security officer and ensuring confirmation of the security officer is received by the Facilities Manager prior to the event. Department/organization is required to absorb all costs associated with any security.
15. The Facilities Manager is responsible for securing the exterior doors after hours and on weekends, but the department/organization is ultimately responsible for ensuring the building is secure before leaving the premises.
16. Abdalla Hall is a smoke-free environment. The no smoking policy will be strictly enforced.
17. Department/organization is responsible for all expenses associated with the use of the facilities and services provided.
18. The Facilities Manager, the Vice President for Research, and/or the University President reserve the right to cancel any reservation.

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Designated Areas/Equipment Available for Reservation

Auditorium (Room 102)



Square Feet: 1,838

Capacity: 78

Technology: Projector; Screen; Computer with Internet Access and Microsoft Office; Laptop Connection; Document Camera; VCR; Microphone.



Food and drinks are prohibited in the auditorium and/or not allowed to be setup in the lobby area outside of the auditorium.

Conference Room A – Executive (Room 101)



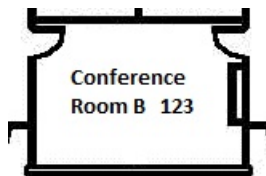
Square Feet: 499

Capacity: 12

Technology: Projector; Screen; Computer with Internet Access and Microsoft Office; Laptop Connection.



Conference Room B (Room 123)



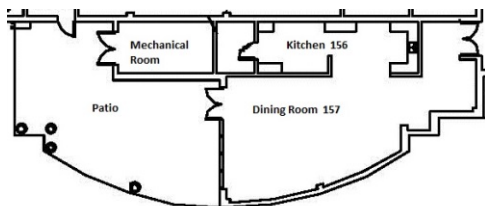
Square Feet: 305

Capacity: 10

Technology: Projector; Screen; Computer with Internet Access and Microsoft Office; Laptop Connection.



Kitchen / Dining Room / Covered Patio (Room 156, 157)

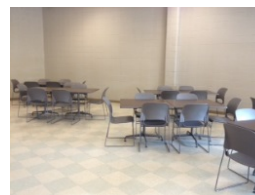
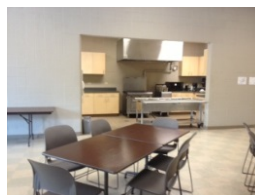


Square Feet: 307 (Kitchen); 881 (Dining Room)

Capacity: 45 (Dining Room)

Furniture: Dining: 12 – 4’ square tables; 45 – chairs.
Patio: 2 – 4’ square tables; 8 – patio chairs.

Appliances: Refrigerator; Ice Maker; Range; Fryer; Warmer; Microwave; Sink.



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Request/Authorization Form

Please write legibly or type. Failure to complete all applicable sections and submit required documents will result in the request being returned without approval.

Event/Contact Information

Event Description _____ Est. # Attendees _____

Date _____ Start Time _____ End Time _____ Set-up Time _____

Department/Organization _____

Contact Name _____ Title _____

Address _____ City/State/Zip _____

Phone _____ Fax _____ Email _____

Facility Use Being Request By University Dept/Org University Partner Org Public/Private Org Other
Funding Source UL Acct # _____ Check Attached

Areas/Equipment Requested

Indicate all areas and equipment being requested for use

Auditorium (Room 102)

Technology: Projector Computer Laptop Connection Sound System Document Camera VCR Microphone

Set-up: Registration Table Head Table, if yes, # seats _____

Other (describe):

Conference Room A – Executive (Room 101)

Technology: Projector Computer Laptop Connection Sound System

Other (describe):

Conference Room B (Room 123)

Technology: Projector Computer Laptop Connection Sound System

Other (describe):

Kitchen Dining Area Patio

Appliances: Refrigerator Ice Maker Range Fryer Warmer Table Microwave

Other (describe):

Other Request/Comments

Other (describe):

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Additional Request/Requirements

Carefully review all policies and procedures in the "Terms and Conditions of Use"

Additional equipment, furniture, etc. required (not provided by Abdalla Hall): Yes No If yes,

Describe: _____

Details: Arrangements have been made to obtain, deliver, and remove promptly after event

Arrangements have been made for a department/organization representative to be present for delivery and pick-up

Delivery time _____ Pick-up time _____

Food being provided (see requirements in "Guidelines/Procedures for Requesting Use"): Yes No If yes,

Funding: University acct (copy of request for approval attached) If no, source _____

Caterer: University catering utilized If no, caterer _____

Details: Delivery time _____ Pick-up time _____

Alcohol being provided (see requirements in "Guidelines/Procedures for Requesting Use"): Yes No If yes,

Approval: Letter requesting approval attached

Caterer: University catering utilized If no, caterer _____

Details: Delivery time _____ Pick-up time _____

Custodial Services desired (required if food is being served): Yes No If yes,

Funding: UL acct #: _____ Check attached

UL Police Security desired (required if event not during normal hours and/or alcohol is being served): Yes No If yes,

Request: "UL Police Security Contract" attached

Certification

By my signature, I certify that I have read, understand, and intend to comply with all "Terms and Conditions of Use" as well as with the University regulations governing special events, catering, and alcoholic beverages. Failure to comply could result in loss of facility privileges. I further certify that the sponsoring department/organization shall be responsible for all charges for this event (e.g., security, maintenance, and catering charges). Furthermore, by my signature, I agree that the department/organization will be responsible for costs of any damages that may occur during the use of the facility.

Submitted by

Signature

Printed Name

Date

Head of Sponsoring Department/Organization Approval

Signature

Printed Name

Date

Abdalla Hall Use Only

Abdalla Hall Facilities Manager

Signature

Stephanie Denton

Printed Name

Date

Additional Comments:

Additional Approval (if required)

Signature

Printed Name

Date